



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING July 18, 2017 - Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Sandra Collins, Donald Dilmore, Anne Kruger, Sarah Penniman, Nick Reynolds, Sandra Sander, Mary Lou Sowden, Catherine Wilt, Beth Williams, Barbara Zaborowski
Management Services – Pamela Dinan

ABSENT State Representative Patrick Harkins, Roberta Jacquet, Georgia Laudenslager, Robert Leshner

President Barbara Zaborowski called the meeting to order at 10:40 am.

WELCOME

APPROVAL OF MINUTES

Approval of the minutes of the Board of Directors meeting on February 16, 2017. MOTION by Reynolds;
Seconded by Wilt; Approved by All.

FINANCIAL REPORT

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2017 second quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,853,183.03 as of June 30, 2017; the liabilities totaled \$223.83. This leaves IDS Net Assets totaling \$2,852,959.20 at the end of the second quarter 2017. IDS spent 47.93% of its 2017 budget as of June 30, 2017, and is in good standing financially.

The State Funding report shows that IDS is up-to-date with its payments. The balance of the PA INVEST account is \$1,301,582.24 as of June 30, 2017.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the first and second quarters of 2017 was distributed. In comparison to the first and second quarters of 2016, the number of UPS accounts increased from 179 to 181. First quarter shipping decreased 1% (from 138,770 to 137,738); the shipping expense increased by 1% (from \$522,703 to \$525,316). Second quarter shipping decreased 1% (from 127,209 to 126,093); the shipping expense increased by .3% (from \$479,071 to \$480,529).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 61%, or \$1,546,420.25 (from the gross amount of \$2,552,266.88) on first and second quarter shipping costs.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 7 to July 1, 2017 and explained the rationale for the various service charges. Dinan noted that UPS has not been charging service charges since the week of November 15, 2014.

Based on a July 13, 2017 snapshot, IDS has 181 Full Members and 171 Affiliates, totaling 352 members.

The 2016 Financial Audit and End of Year Statements were prepared by an outside auditor, Maille, and distributed to the Board. Maille certified that the financial statements “present fairly the financial position of the Interlibrary Delivery Service of PA as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.” There was a concentration of risk note; as a result, a MOTION was made to manage the bank accounts such that the amounts do not exceed FDIC insured amounts. MOTION by Zaborowski, seconded by Dilmore, Approved by All. MOTION to accept the 2016 Financial Audit. MOTION by Wilt; Seconded by Collins; Approved by All.

Dinan presented an update on Nationwide Shipping, which opened to all members on July 1, 2015. The report presented shipping statistics on the full membership’s nationwide shipping activity as well as the shipping activity to each state. Dinan calculates that IDS spent \$174,370.73 to ship approximately 47,197 packages nationwide in the first and second quarters of 2017.

An updated Board Roster was distributed.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

No Report

COMMITTEE REPORTS

A. Nominating Committee — Mary Lou Sowden (Chair), Rob Leshner, Nick Reynolds

1. Discussion about the impending vacancy of Jacquet’s and Dilmore’s seat. The board decided not to fill Jacquet’s seat since her term ends December 2017. In regard to Dilmore’s seat, the nominating committee will reach out to Tessa Mitchell from Scranton Public Library to see if she will accept an appointment.
2. 2018 Board Officers Election – The Nominating Committee will build a slate to present to the Board.

B. Ad Hoc By-Laws Committee – Mary Lou Sowden, Barbara Zaborowski, Sandra Collins

1. Board discussed revisions to the second read. The final document will go to the membership for vote during the annual member meeting.

C. Finance Committee – Sandra Collins (Chair), Sarah Penniman, Don Dilmore

1. Approval to accept the 2018 Proposed Budget totaling \$2,141,168 which includes no increase in membership fees. MOTION by the Finance Committee; Seconded by Reynolds; Approved by All.

D. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander, Nick Reynolds

1. There was discussion about surveying members about their interest in residential shipping and Saturday/Sunday delivery options.

E. Marketing Committee – Georgia Laudenslager (Chair), Barbara Zaborowski, Sandra Collins

1. No Report

OLD BUSINESS

NEW BUSINESS

- A. Revision of IDS Member Guidelines – There was discussion about confusing language in the IDS Member Guidelines regarding package insurance coverage. Dinan will revise the guidelines to improve the clarity of language.
- B. IDS Member Meeting at PaLA Conference – IDS will not be holding a member meeting at the 2017 Fall PaLA Conference; our proposal was not accepted. IDS will be represented at PaLA in a panel discussion. The Annual Member Meeting will be held virtually in the fall; Dinan will advertise meeting to the membership.

ANNOUNCEMENTS

- A. Roberta Jacquet announced her retirement effective July 2017 and plans on resigning from the Board. Dinan is awaiting her letter of resignation.
- B. Donald Dilmore has submitted a letter of registration effective October 25, 2017 due to his impending retirement.

ADJOURNMENT

MOTION to adjourn by Dilmore; Seconded by Wilt; Approved by All. Meeting adjourned at 2:30pm.

Board Meeting Dates

All Board Meetings will take place at Dixon University in Harrisburg, PA and begin at 10:30am.

Tuesday, October 24, 2017 – Meeting has been cancelled.

The PaLA Meeting is scheduled for October 15-18, 2017 in Pittsburgh.

Thursday, March 22, 2018

Tuesday, July 24, 2018

Wednesday, October 24, 2018